



When the digging begins (Kent said in about 2 weeks)

STORMWATER POLLUTION PREVENTION PLAN FOR Recycling Sort Facility

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MS4 Permit Number: VAR040073**

**Updated
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- Appendix A Employee Sign-In Sheet Initial and Refresher Training**
- Appendix B Annual Comprehensive Site Compliance Evaluation Checklist**
- Appendix C Log of Changes and Updates to SWPPP**
- Appendix D Standard Operating Procedures for this High Priority Facility**



CERTIFICATION

I certify that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete.

Authorized By: _____ **Title:** _____

Signature: _____ **Date:** _____



1.0 INTRODUCTION

1.1 Purpose

The University of Virginia (UVA) is subject to a General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4). This permit requires that UVA identify high-priority locations requiring Stormwater Pollution Prevention Plans (SWPPP). These plans are designed to minimize or prevent pollutant discharge from daily operations such as road, street, and parking lot maintenance, equipment maintenance, and the application, storage, transport, and disposal of pesticides, herbicides, and fertilizers.

UVA has developed this template to incorporate the requirements of the MS4. UVA must identify all municipal high-priority facilities which may include:

- a. Composting facilities;
- b. Equipment storage and maintenance facilities;
- c. Materials storage yards;
- d. Pesticide storage facilities;
- e. Public works yards;
- f. Recycling facilities;
- g. Salt storage facilities;
- h. Solid waste handling and transfer facilities; and
- i. Vehicle storage and maintenance yards.

The primary goals of the SWPPP will be to:

- a. Identify potential sources of pollutants that affect stormwater discharges from this facility;
- b. Describe the practices that will be implemented to prevent or control the release of pollutants in stormwater discharges; and
- c. Create an implementation schedule to ensure that the practices described in this SWPPP are in fact implemented and to evaluate the plan's effectiveness in reducing the pollutant levels in stormwater discharges.

1.2 SWPPP Content

This SWPPP includes all of the following:

- a. A site description that includes a site map identifying all outfalls, direction of flows, existing source controls, and receiving water bodies;
- b. A discussion and checklist of potential pollutants and pollutant sources;
- c. A discussion of all potential nonstormwater discharges;



- d. Written procedures designed to reduce and prevent pollutant discharge;
- e. A description of the applicable training as required;
- f. Procedures to conduct an annual comprehensive site compliance evaluation;
- g. An inspection and maintenance schedule for site specific source controls. The date of each inspection and associated findings and follow-up shall be logged in each SWPPP;

The contents of each SWPPP shall be evaluated and modified as necessary to accurately reflect any discharge, release, or spill from the high priority facility which has been reported. For each such discharge, release, or spill, the SWPPP must include the following information: date of incident; material discharged, released, or spilled; and quantity discharged, released or spilled. A copy of each SWPPP shall be kept at each facility and shall be kept updated and utilized as part of staff training.

2.0 STORMWATER POLLUTION PREVENTION TEAM

The high-priority facility's pollution prevention team, headed by the team leader, will be responsible for developing, implementing, maintaining, revising and ensuring compliance with the SWPPP. Table 1 provides the facility's pollution prevention team members, their title, and contact information.

Table 1: Stormwater Pollution Prevention Team

Team Member	Title	Contact Information
Sonny Beale	Recycling Program Superintendent	434-982-5438
Jesse Warren	Sustainability Program Manager	434-243-8594

The team will meet to evaluate and discuss the status of storm water control efforts and address any deficiencies or additional requirements in the SWPPP. Specific responsibilities for the team include:

- Provide assistance for developing and maintaining the SWPPP;
- Update significant material list;
- Review potential spill sources;
- Update the SWPPP as necessary;
- Review environmental incidents;
- Continue and improve SWPPP training for facility personnel;
- Review new construction and changes in activities and procedures; and
- Evaluate the overall effectiveness of the SWPPP.

As part of the stormwater team, the office of the Associate Director of Environmental Resources



in Facilities Management will review, inspect, and assure that installation and regular maintenance of all stormwater controls are performed so that stormwater pollutants are minimized.

3.0 FACILITY INFORMATION

3.1 Facility Location

Facility Name:	Recycling Sort Facility
Facility Address:	Old Ivy Rd
Facility Acreage:	0.08 acres
University's Primary SIC Code:	8221
Watershed this facility drains to?	Meadow Creek <input checked="" type="checkbox"/>
	Moore's Creek <input type="checkbox"/>

Surrounding Land Use:

The land to the west of the Recycling Sort Facility is occupied by the University's Fontana Food Center, Printing Service Center, and the ITS Data Center which are large warehouse type buildings. Paved parking lots and driveways provide access to these buildings. To the south of the Fontana Yard is the Old Ivy Parking Garage, and beyond that are railroad tracks and Ivy Road (U.S. Highway 250 Business). North of the land is the Ivy Stacks warehouse and Old Ivy Road, and across that road is an apartment complex and also a large tract of open undeveloped land. The land to the east of the site is currently undeveloped land.

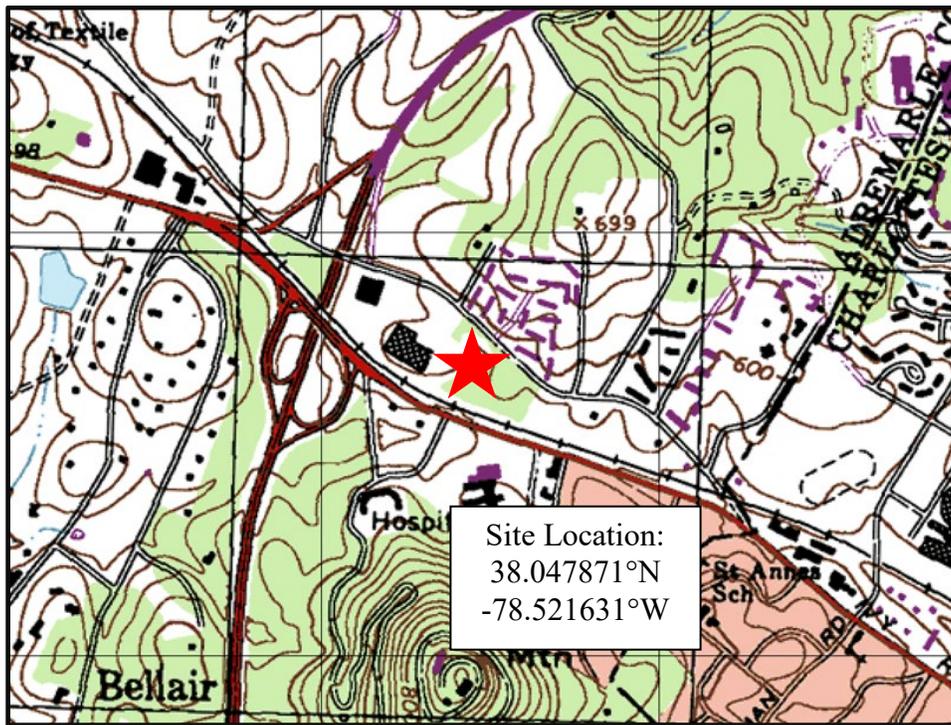


Figure 1: USGS Topographic Location Map of Recycling Sort Facility

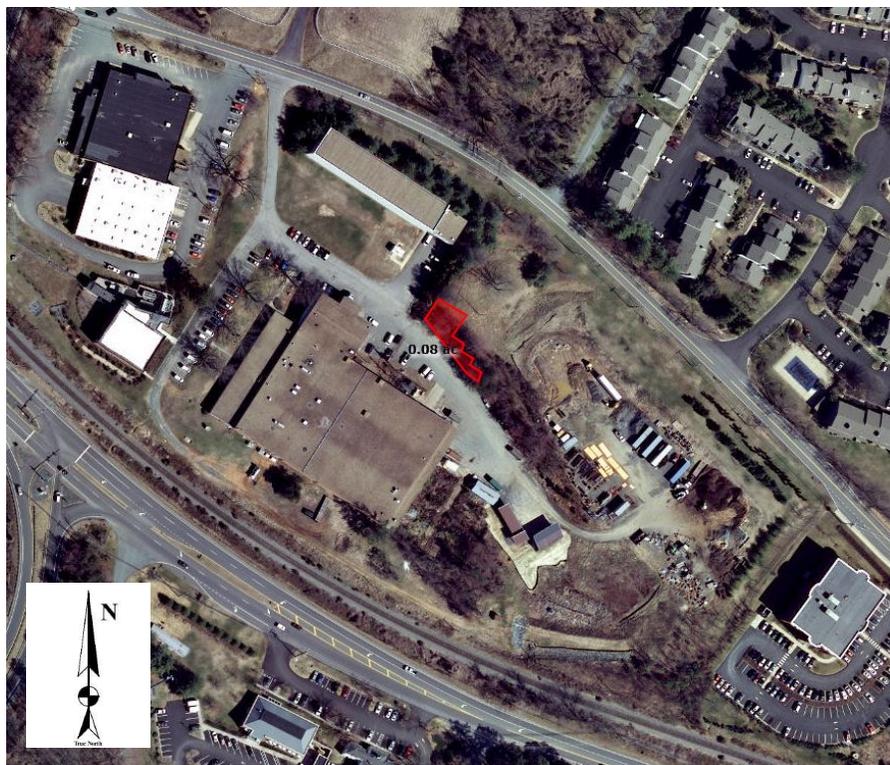


Figure 2: Aerial Photograph of Site and Vicinity



3.2 Facility Activities

The site's principal activity is to house the UVA Recycling Sorting Facility. The Recycling Sorting Facility provides space for UVA trucks to unload recyclable materials solely generated from University activities. Materials are collected, separated, compacted and bailed prior to pick-up by outside waste vendors.

3.3 Facility Description

The total area of the site is approximately 0.08 acres of which all of it is impervious consisting of pavement and buildings. The Recycling Facility is in the center of the site, with the dumpsters to the southeast.

3.4 Facility Stormwater Drainage System

The land is generally flat across the site. Stormwater at the lower level of recycling center and around the dumpsters will flow into a drain, where it will be transported to a biofilter on the neighboring property to the southeast for treatment. Stormwater that flows north of the recycling center around the second level of the building will flow into a drain, where it will be transported to an underground retention pipe on the neighboring property to the southwest.

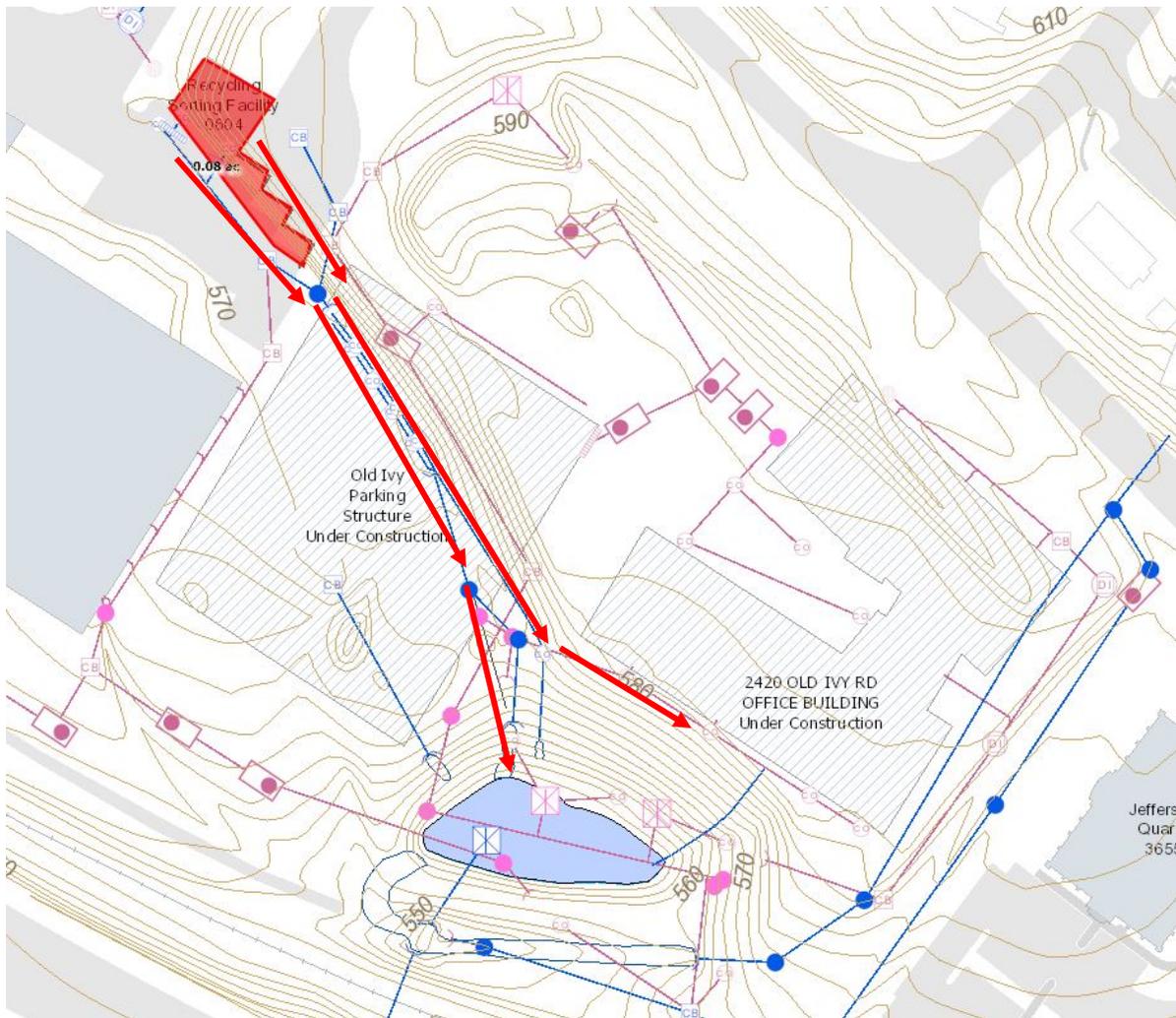


Figure 3: Facility Stormwater Drainage System

4.0 IDENTIFICATION OF POTENTIAL STORMWATER CONTAMINANTS

This section identifies significant materials located at the high-priority facility that may potentially contaminate stormwater and locates areas where stormwater contamination may occur. Potential non-stormwater sources are also described.

4.1 Potential Pollutants and Pollutant Sources

Materials used by the facility that have the potential to be pollutants are listed in Table 2. This table includes the material description, the source of the potential pollutant, and its location.

Table 2. Potential Pollutants and Sources



Material/Pollutant	Pollutant Source	Location of Pollutant	Potential Risk
Scrap Metal, Glass	Recycling	Sorting facility	Low – under cover
Aluminum/steel cans, plastics, and paper	Recycling	Sorting facility	Low – under cover
Fluids from sorting	Recycling	Sorting facility	Low – under cover and disposed of in sanitary sewer
Lube oil	Recycling	Sorting facility	Low – lid containers
Chemicals	Recycling	Sorting facility	Low – under cover

4.2 Potential Nonstormwater Discharges

Prohibited nonstormwater discharges which could occur at this site include waste materials from containers, wash waters of any kind, wastewater, fuels, oils, chemicals and other noxious substances.

In Table 3 below, identify all nonstormwater discharges as authorized in the general permit that are or will be commingled with stormwater discharges from the high priority facility, including any applicable support activity.

Authorized nonstormwater discharges include:

Table 3. Potential Nonstormwater Discharges

Nonstormwater Discharges that could be Commingled with Stormwater Discharges at this Facility	Anticipated?
1. Discharges from firefighting activities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2. Fire hydrant flushing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Water used to wash vehicles or equipment where soaps, solvents, or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4. Water used to control dust that has been filtered, settled, or similarly treated prior to discharge	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. Potable water sources, including uncontaminated waterline flushing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>



6. Routine external building wash down where soaps, solvents or detergents have not been used and the wash water has been filtered, settled, or similarly treated prior to discharge	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
7. Pavement wash water where spills or leaks of toxic or hazardous materials have not occurred (or where all spilled material has been removed prior to washing); where soaps, solvents, or detergents have not been used and where the wash water has been filtered, settled, or similarly treated prior to discharge	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
8. Uncontaminated air conditioning or compressor condensate	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
9. Uncontaminated ground water or spring water	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
10. Foundation or footing drains where flows are not contaminated with process materials such as solvents	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
11. Uncontaminated excavation dewatering, including dewatering of trenches and excavations that have been filtered, settled, or similarly treated prior to discharge	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
12. Landscape irrigation.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

5.0 POLLUTION PREVENTION/GOOD HOUSEKEEPING PRACTICES

Each UVA facility that has been identified as a municipal high-priority location must develop and implement written procedures to minimize or prevent pollutant discharge from daily operations, equipment maintenance, and the application, storage, transport, and disposal of pesticides, herbicides, and fertilizers. These procedures will be included as part of the employee training.

5.1 Written Procedures for Operations and Maintenance Activities

This section covers procedures to reduce and prevent pollutant discharge on the site where potential contaminants may be washed into stormwater channels, sewer systems, or ground water. This includes paved and non-paved areas, lawns, landscaped beds, etc. Consider parking areas for vehicles, fueling stations, chemical storage containers, and waste containers. Describe which areas are not under canopies.

The four items below must be completed in order to address each unique aspect of the Recycling Sort Facility.

5.1.1 Prevent illicit discharges:



Materials which could be subject to entering the storm system will be kept under cover which includes permanent roofing structures and removable covers. All containers will have lids or tarps which will be in place whenever the containers are not being used.

5.1.2 Ensure the proper disposal of waste materials, including landscape wastes:

Wastes will be disposed of in appropriate covered dumpster.

5.1.3 Prevent pollutant discharge into the MS4 from leaking municipal automobiles and equipment:

Any vehicles kept on-site will be monitored for leaks and removed for repairs if necessary. Temporary drip pans may be used until the equipment can be removed for repairs.

Old refrigeration equipment shall not be stored outside at the Recycling Sort Facility.

5.1.4 Prevent pollutant discharge into the MS4 from recycling facility operations:

Floor and ground surfaces at all storage and work areas shall be maintained as appropriate. Floors shall be swept clean and garbage and waste material shall be disposed of on a regular basis. Waste material from containers (fluids and solids) and liquids generated during the processing of containers will be disposed of in the sanitary sewer via the floor drains. All washing shall take place indoors at a sanitary sewer drain. No surface washing to the outside or outdoor washing of any kind will be allowed.

5.2 Written Procedures for Municipal Facility Activities

Municipal high-priority facilities that have a potential for discharging pollutants are those facilities identified that are not covered under a separate VPDES permit and which any of the following materials or activities occur and are expected to have exposure to stormwater resulting from rain, snow, snowmelt or runoff. These facilities include composting facilities, equipment storage and maintenance facilities, material storage yards, pesticide storage facilities, public works yards, recycling facilities, salt storage facilities, and vehicle storage yards.

The eight items below must be completed in order to address the methods that will be used at the high-priority location to prevent pollutants from entering the MS4. If an item is not relevant to the location, enter a comment that explains why this procedure is not applicable.

5.2.1 Areas where residuals from using, storing or cleaning machinery or equipment remain and are exposed to stormwater:



No cleaning or washing of machinery or equipment will occur at this location. Tractors or trucks kept for material handling will be monitored for leaks and removed from this location if repairs are necessary.

5.2.2 Materials or residuals on the ground or in stormwater inlets from spills or leaks:

Bulk materials are not stored on site.

5.2.3 Material handling equipment (except adequately maintained vehicles):

Leak monitoring will be done regularly for any motorized equipment kept at the yard. If a leak is detected, a temporary drip pan may be used so that liquids can be easily cleaned up until the equipment can be removed.

5.2.4 Materials or products that would be expected to be mobilized in stormwater runoff during loading/unloading or transporting activities (e.g., rock, salt, fill dirt):

No loading or unloading of bulk materials will occur on site.

5.2.5 Materials or products stored outdoors (except final products intended for outside use where exposure to stormwater does not result in the discharge of pollutants):

Materials that will be stored outdoors will not be placed in areas where potential runoff will be able to enter storm sewer drains. Each outdoor container for the collection of recyclables will be covered to reduce stormwater exposure. A cover will be placed over each container after operating hours and during rain events. Operators will prevent damage to covers and cover integrity will be observed daily and repaired or replaced as necessary. Snow and accumulating water will be removed from covers to prevent damage.

5.2.6 Materials or products that would be expected to be mobilized in stormwater runoff contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers:

Dumpsters will be waterproof so that rainwater will not enter the container and cause runoff.

5.2.7 Waste material except waste in covered, non-leaking containers (e.g., dumpsters):

All waste materials will be kept in covered, leak proof dumpsters at the Recycling facility. There are three open container bays outside currently, which contain glass, scrap metal, and construction and demolition debris. The containers will be covered when rainfall occurs and only removed to allow material to be deposited therein. All other containers will be stored in the recycling center and not exposed to rainwater. The area outside of the recycling facility shall be monitored for loose waste material to ensure that there is none exposed outside of the facility.



If temporary high inventory requires that they be stored outdoors, they will be stored on pallets and covered.

5.2.8 Application or disposal of process wastewater (unless otherwise permitted):

Any fluid wastes from the Recycling facility will be disposed of through the sanitary system. All washing shall take place indoors at a sanitary sewer drain. No outdoor surface washing will be allowed.

6.0 SPILL PREVENTION AND RESPONSE

6.1 Spill Prevention Control and Countermeasures Procedures

Spill response procedures documented in UVA's SPCC Plan shall be followed in the event of a spill. These procedures are described below.

As soon as a spill is discovered, the initial action should be to protect personal safety and prevent the pollutant from entering nearby drainage ditches or storm water drop inlets. The person observing the spill should take immediate action to prevent further spillage and to confine the spilled material. The general instructions to contain a spill are:

- Observe all applicable safety considerations.
- If possible to do safely, stop the release. This includes shutting appropriate valves, securing pumps, and attempting to plug or cover punctures or gashes in pipes. It may be impossible to stop the spill if the situation creates a high degree of personal danger to the immediate responders.
- Notify a supervisor, UVA Environmental Health and Safety (EHS), and Environmental Resources (ER) at FM.
- Warn other employees and onsite personnel of the spill by voice or using equipment such as two-way radios or telephones, if available.
- Contain the spill. Use absorbent materials, dirt, sand, or other relatively impervious material to dam up the spill and prevent further flow of the material from the spill area.
- Should spillage reach the drainage ditches or storm water drop inlets, use available means to minimize amount of substance flowing into the ditch or drain and contain the substance at the discharge point.
 - For oil or other floating materials, use hay, straw, or any boom arrangement to confine the spillage.
 - For soluble materials, use chemical absorbent, makeshift dams, or other means of confinement to prevent waterway contamination or the spread of further contamination.



- The person discovering the spill should not undertake burning or chemical treatment of the spill.
- Remain at the scene until EHS or ER respond.

6.2 Emergency Notification

For any petroleum or hazardous chemical discharge, release or spill the discoverer must notify his supervisor, UVA EHS, and the Associate Director of Environmental Resources as soon as possible after completing initial spill-containment actions. Should the discoverer of the discharge, release, or spill be unable to stop and/or contain the spill, he should immediately notify EHS and the Associate Director of Environmental Resources as shown in Table 5. After regular business hours, call Systems Control’s 24-hour emergency phone number.

Table 5. Internal Notification

Title	Office Phone	24-Hour Emergency Phone
Environmental Health and Safety	(434) 982-4911	(434) 982-4685
Facilities Management Service Desk – ask for Environmental Resources	(434) 924-1777	(434) 982-4685

Information to provide includes:

- Location of spillage
- Type of material
- Estimated quantity and extent of spillage
- A brief description of measures that have been taken to confine the spilled material and prevent further spillage

Each discharge, release, or spill, will be documented. Reportable petroleum spills are documented in UVA’s SPCC Plan. Smaller spills, spills of non-petroleum materials, and illicit discharges are maintained as part of the MS4 Permit and are tracked in the “IDDE and Spill Tracking” spreadsheet for the applicable MS4 Permit cycle. For tracking purposes, facility staff should be sure to report all spills to ER, even if additional response efforts are not needed.

7.0 EMPLOYEE TRAINING

Environmental Resources (ER) will develop an annual employee training program to educate employees about the requirements of the SWPPP. This education program will include background on the components and goals of the SWPPP. Facility employees whose job duties have the potential to impact the environment and therefore need to receive training will be



identified during SWPPP development. For this SWPPP employees who are required to receive training include Recycling, Landscaping, Project Services, and Utilities.

Training topics may include the recognition and reporting of illicit discharges, good housekeeping and pollution prevention practices, proper material handling, disposal and control of waste, container filling and transfer, and proper storage, washing, and inspection procedures. Training is not required for those topics that do not apply to the location. Additionally, all employees will be required to participate in refresher training classes. An employee sign-in sheet for the training class can be found in Appendix A of this document. The training program will be reviewed annually by ER to determine its effectiveness and to make any necessary changes to the program.

Documentation on each training event including the date, the number of employees attending the training, and the objective must be kept for a period of three years after each training event.

8.0 FACILITY INSPECTIONS AND PREVENTATIVE MAINTENANCE PLAN

8.1 Routine Inspections

Routine facility inspections will be conducted at a frequency determined appropriate for the facility during the SWPPP development process. In most cases, inspections will be conducted quarterly by ER staff. This schedule was chosen to align with the quarterly inspections that are currently conducted for the SWPPP that was developed for Parking and Transportation's Industrial Stormwater Discharge Permit. This frequency will be increased if a need is identified during the inspection process. The Routine Comprehensive Site Compliance Evaluation Checklist can be found in Appendix B. The inspections will include an evaluation of all areas of the facility where pollutant sources are exposed to stormwater and will evaluate the existing stormwater BMPs, vehicle storage areas, material storage areas, and areas where stormwater leaves the site. Facility personnel will be notified of any findings or deficiencies identified during the inspection.

8.2 Annual Inspections

An Annual Comprehensive Site Compliance Evaluation, using the Checklist found in Appendix C, will be completed approximately one year following the implementation of this SWPPP and annually thereafter. The annual inspection can be used in place of one of the quarterly inspections. A member of the ER team will perform this inspection. The evaluation shall include areas where pollutants could have come into contact with stormwater, areas where leaks or spills occurred from equipment in the past three years, off site tracking of pollutants where vehicles enter and exit the site, the tracking or blowing of materials, evidence of or the potential for pollutants entering the drainage system, evidence of pollutants discharging to surface waters at facility outfalls, and a review of training, routine inspections completed, maintenance performed, and effective operation of BMPs. The inspector will determine if the BMPs are being properly maintained and are effective in reducing stormwater contamination. During the evaluation, the



outfalls will also be evaluated for the presence of unauthorized stormwater discharges. Any noncompliance issues observed will be documented in the report. If the facility is found to be compliant, the signed report will state that no issues were found.

8.3 Preventative Maintenance

Site specific source controls are required to be inspected and maintained on a routine basis. In most cases, these processes are managed through Facilities Management's AiM program. Site specific source controls for this facility includes a stormwater detention basin and a biofilter.

8.4 Changes to Site Operations

During the routine comprehensive site inspections and annual comprehensive site compliance evaluation the inspectors will also determine if site operations have changed since development of this SWPPP. If operational changes have been made, the SWPPP Team will determine if those changes will impact stormwater quality and develop new BMPs to address the change. All operational changes and new BMPs will be recorded in this SWPPP in Appendix D. Additionally, the inspection date, the inspection personnel, the scope of the inspection, major observations, and any needed revisions will be recorded. Revisions to the plan will occur within thirty days after the annual inspection.

9.0 NOTICE OF PLANNED CHANGES

If the facility expands, experiences any significant production increases or process modifications, or changes any significant material handling or storage practices which could impact stormwater, the SWPPP will be amended appropriately. The amended SWPPP will have a description of the new activities that contribute to the increased pollutant loading and planned source control activities. The SWPPP will also be amended if the state or federal compliance inspection officer determines that it is ineffective in controlling stormwater pollutants discharged to waters.

Notice of the planned changes to the Department of Environmental Quality is only required when any alteration or addition to a building, structure, facility or installation may result in a discharge of pollutants, the nature of the pollutants changes, an increase of pollutants occurs, or the changes may result in a noncompliance.

10.0 RECORD RETENTION REQUIREMENTS

Records described in the SWPPP must be retained on site for 3 years beyond the date of the report or monitoring record, and shall be made available to the state or federal compliance inspection officer upon request. Additionally, employee training records, monitoring reports, and compliance evaluations, shall also be maintained and available to DEQ upon request.

Appendix A

**Employee Sign-In Sheet
Initial and Refresher Training**

Appendix B

Annual Comprehensive Site Compliance Evaluation Checklist



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Environmental Resources • Operations • FACILITIES MANAGEMENT

Annual Comprehensive Site Compliance Evaluation Checklist (Page 1)

Date		
Area Inspected	Recycling Sort Facility	
Inspector's Name and Title		
Have any discharges occurred since the last inspection?		
Facility Area of Concern		Corrective Actions and Dates
1. Parking lot in good condition and vehicle entry area is clean.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
2. Trash/litter collected and placed in covered container.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
3. Materials that are potential stormwater contaminants are stored inside or under cover.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
4. Materials are contained properly to prevent tracking and blowing.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
5. No evidence of, or potential for, pollutants entering the drainage system.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
6. Any changes in drainage areas conditions or site operations since the last inspection?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Annual Comprehensive Site Compliance Evaluation Checklist (Page 2)

Describe any incidents of non-compliance not described above and corrective actions taken:

Signature of Inspector _____ Date: _____

Appendix C

Log of Changes and Updates to SWPPP



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Log of Changes and Updates to SWPPP for Recycling Sort Facility

Date	Section and Description	Changes Reviewed By:
November 2017	Removed operations from Fontana Yard that have been relocated to Fontaine Yards	J. Wenger
October 2018	Update title from Fontana Yard to Recycling sort facility since it is the only operation left. Removed routine inspection checklist.	J. Wenger

Appendix G

Standard Operating Procedures for the Recycling Sort Facility

Recycling Sort Facility Standard Operating Procedures:

1. FM Yard Equipment Washing Station
2. Illicit Discharge Detection
3. Used Oil Disposal
4. Vehicle and Equipment Maintenance
5. Vehicle and Equipment Washing
6. Waste Management
7. UVA Recycling Sorting Facility Standard Operating Procedures

The most recent versions of these SOPs can be found at the Environmental Resources Website:

<https://www.fm.virginia.edu/depts/operations/environmental/procedures.html>